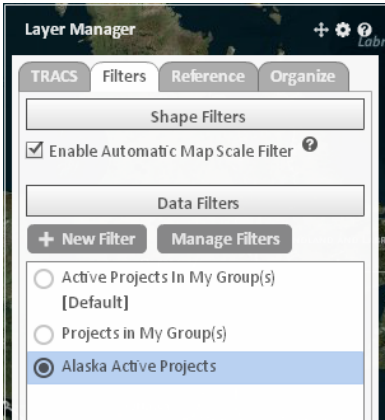
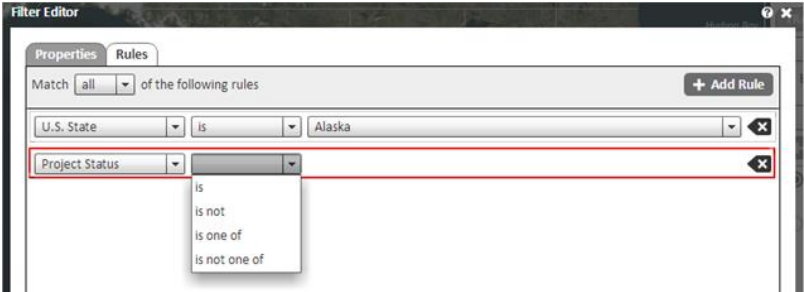


# TRACS Quick Reference Guide

## Lesson 11b Using Layers and Filters

Tip / Shortcut	Action
 <p><b>Layer Manager Toolbar</b> is located on the right side of the <b>Mapper</b>.</p>  <p>Figure 1</p>  <p>Figure 2</p>	<p>The components of the <b>Layer Manager Toolbar</b> are listed below with a brief description.</p> <p> The <b>Restore Dock</b> displays or hides the dock.</p> <p> The <b>Layer Manager</b> (Figure 1) controls the display and visibility of Reference Layers on the Mapper. Layers can be overlayed on top of the basemap to show certain features or areas.</p> <ul style="list-style-type: none"> <li>• <b>TRACS tab:</b> Displays plans, projects and actions.</li> <li>• <b>Filters tab:</b> Create, modify and view the filters specifying what is displayed on the Mapper (see next page).</li> <li>• <b>Reference tab:</b> Select which external dataset layers to add to the Mapper.</li> <li>• <b>Organize tab:</b> Alters the order and opacity of layers.</li> </ul> <p><b>TIP #1:</b> Check the boxes for all item you'd like to view (and remember to click the plus sign to expand the menu to select all items to view).</p> <p><b>TIP #2:</b> When finished viewing layers, uncheck the box(es) to speed up performance.</p> <p> <b>Bookmarks</b> are used to save a geographic location for quick reference in the future (e.g. project location, region, state, county, etc.).</p> <p>Find the location on the map and click the <b>Add Bookmark</b> button, then enter a name and click Save. To View, Edit or Delete an existing bookmark, click on it.</p> <p> <b>Map Legend</b> displays the symbology and labels for active layers and TRACS features. Specific colors and shapes are used to identify items of interest (e.g. habitat types).</p>

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Tip / Shortcut	Action
<p><b>Using Filters</b></p>  <p>Figure 3</p>	<p>From the Layer Manager, open the <b>Filters</b> tab (Figure 3)</p> <ul style="list-style-type: none"> <li>The <b>Enable Automatic Scale Filter</b> (checked by default) is used to hide shapes that are either too small or too large to fit inside the current map window.</li> <li>The system filters include Active Projects in My Group(s) (the system default filter) and Projects in My Group(s).</li> <li>The <b>New Filter</b> button allows users to create a new filter.</li> <li>The <b>Manage Filters</b> button allows users to manage filters, including selecting active and default filters.</li> </ul> <p>To create a new filter:</p> <ul style="list-style-type: none"> <li>Select <b>New Filter</b></li> <li>Enter a filter name (description is optional)</li> <li>Click on the <b>Rules</b> tab</li> <li>Select <b>Match All</b> or <b>Match Any</b></li> <li>Click <b>Add Rule</b> and select the criteria for the rule from the drop down menus.</li> <li>Add all rules applicable, then Save and Close.</li> </ul>  <p>To manage filters, use the controls column to <b>preview, edit, copy or delete</b> a filter. Use the buttons to select the default and applied filters.</p> 